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ABSTRACT

The guide contains basic information to assist local recruiters for the North Carolina migrant education project in the identification and recruitment of children eligible for the project. Eleven terms pertaining to eligibility requirements are defined, and eligibility is explained. The guide suggests and explains information sources available to the local recruiter seeking to identify migrant children: school and classroom surveys; school census records; records of new enrollees; local agencies and organizations; local food processing operations; and state agencies, such as the Migrant and Seasonal Farmworkers Association, the Rural Manpower Service of the North Carolina Employment Security Commission, the State Migrant Education Office, and the State Board of Health. The use and maintenance of identification and enrollment forms is explained and sample forms are included. United States Office of Education policy with which the recruiter should be familiar is presented in question-and-answer form. Also included are State of North Carolina policies delineating the recruiting responsibilities of the State Education Agency and the Local Education Agency. (SB)

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Identification and Recruitment Guide

Migrant Education Section / Division of Compensatory Education
North Carolina Department of Public Instruction

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IDENTIFICATION
AND
RECRUITMENT

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IDENTIFICATION AND RECRUITMENT

I. INTRODUCTION

The purpose of this recruitment guide is to assist the local migrant project recruiters in the task of identifying and recruiting eligible children into the migrant education project. These activities must have a high priority at the State and local level if the children are to be given the advantages of this special program designed to meet their specific needs.

In 1966 Congress amended the Elementary and Secondary Education Act to provide a program of supplementary services to migratory children. This is a special state program which is conducted indirectly through local educational agencies. This arrangement is based upon a statement in the legislation which provides that "a state educational agency... shall be entitled to receive a grant for any fiscal year... to establish or improve, either directly or indirectly through local educational agencies, programs of education for migratory children..."

Even though assistance from the State office is available, identification and recruitment of eligible migratory children is also a local concern. The identification process is both challenging and complex. The mobility of migrant families and the lack of understanding of the federal regulations contribute to the difficulty of recruiting eligible children into the local projects.

The State migrant office has developed a comprehensive identification and recruitment package to assist the local migrant project personnel in locating, identifying and recruiting migrant children meeting the program criteria. It should also assist local personnel in broadening their understanding of the

migrant education program and in establishing new migrant projects. The recruitment assistance package consists of a series of slides, a cassette tape narration, this recruitment guide and selected forms and publications which will be useful in identifying, recruiting and enrolling eligible migrant children.

North Carolina's policy statement on recruitment assures state assistance in conducting school surveys and in locating concentrations of migrant children. A high priority of the State Migrant Education Program is "to assist in the identification and enrollment of migrant children and youths in migrant education projects."

II. IDENTIFICATION

If we are to focus our efforts on serving migratory children it is necessary for us to understand the definitions used in the identification of migrant children. Following are some definitions and regulations which are used in the migrant education program to identify migrant children and to establish their eligibility to participate in migrant education programs and projects.

1. Currently Migratory Child

"Currently migratory child" means a child: (a) Whose parent or guardian is a migratory agricultural worker or migratory fisher; and (b) Who has moved within the past twelve months from one school district to another... to enable the child, the child's guardian, or a member of the child's immediate family to obtain temporary or seasonal employment in an agricultural or fishing activity. This definition includes a child who has been eligible to be served under the requirements of the preceeding sentence, and who, without the parents or guardian has continued to migrate annually to enable him or her to secure temporary or seasonal employment in an agricultural or fishing activity." (116d.2)

2. Interstate Migrant

An interstate migrant is one who has moved across state boundaries within the past twelve months in order to enable the child, the child's guardian or a member of the child's immediate family to obtain temporary or seasonal employment in an agricultural or fishing activity.

3. Intrastate Migrant

An intrastate migrant is one who has moved across school district boundaries within the state within the past twelve months in order to enable the child, the child's guardian or member of the child's immediate family to obtain temporary or seasonal employment in an agricultural or fishing activity.

4. Formerly Migratory Child

"Formerly migratory child" means a child who: (a) Was eligible to be counted and served as a currently migratory child within the past 5 years, but is not now a currently migratory child;

(b) Lives in an area served by a title I migrant education project; and

(c) Has the concurrence of his or her parent or guardian to continue to be considered a migratory child.

(Note - There is a total of 6 years of program eligibility - a 1 year status as a "currently migratory child" and up to 5 additional years as a "formerly migratory child)."

For the purpose of this definition, "area served by a title I migrant education project" means any portion of the geographic area that is within the legally prescribed boundaries of a local educational agency (LEA) or a combination of these agencies, and within whose boundaries there are currently or formerly migratory children who are receiving title I migrant education services or who will receive these services within the current program period. (116d.2)

5. Guardian

"Guardian" means

(a) A person who has been appointed to be the legal guardian of the child through formal proceedings in accordance with State law; or

(b) A person who the SEA determines would be appointed to be the legal guardian of the child under the law of the child's domicilliary State if formal guardianship proceedings were undertaken; or

(c) A person standing in the place of a parent to the child. (116d.2)

It should be noted that the State Educational Agency elects not to exercise section (b) of the above definition. It should also be noted that a crew leader with whom a child is traveling does not meet the definition of "guardian" and such a child traveling with a crew leader for the purpose of obtaining employment in agriculture or fishing is not eligible to participate in a migrant education project. (Please refer to the U. S. Office of Education policy brief on Identification and Recruitment pertaining to the relationship of crew leader and members of his labor crew).

6. Child or Children

"Child or children," except where otherwise specified, means a person or persons not above 21 years of age who, under State law, are entitled to free public education which is provided as elementary and secondary education, not above grade 12. The term also includes a person or persons who are of preschool age. (116.2)

Analysis of the above definitions indicates that during the first year following a move from one school unit to another so that a member of the child's family can find temporary or seasonal employment in farming or fishing, the

child is classified as "currently migratory." After the first year and continuing for a period not to exceed five years, the child is classified as "formerly migratory." This makes a total of six years from the date of the move into the local school unit during which the child may receive services in a migrant education project. The extended period of eligibility, with parental consent for the formerly migratory children to participate in the program, will permit school officials the opportunity to continue the in-depth, concentrated program of services to help these children develop their talents to the fullest extent.

7. Agricultural Activity

"Agricultural activity" means:

(a) Any activity directly related to the production or processing of crops, dairy products, poultry, or livestock for initial commercial sale or as a primary means of personal subsistence;

(b) Any activity related to the cultivation or harvesting of trees; or

(c) Any activity directly related to fish farms. (116d.2)

Examples of activities relating to crop production include preparing the soil, planting, cultivating and harvesting farm and orchard crops such as: cotton, tobacco, cucumbers, beans, potatoes, cabbage, tomatoes, corn, apples, sweet potatoes, peppers, blueberries, strawberries, peanuts, turnips, azaleas, peaches, gladiolus, rhododendron, cherries, and other trees, shrubs and flowers. Activities related to the cultivation and harvesting of trees include planting seeds or seedlings, pruning and cutting of trees and hauling of logs. Activities related to dairy farming, chicken and turkey farming, cattle and pig farming, and the processing of milk, eggs, poultry and livestock for distribution in commerce or other examples of qualifying occupations.

8. Fishing Activity

"Fishing activity" means any activity directly related to the catching or processing of fish or shellfish for initial commercial sale or as a principal means of personal subsistence.

9. Migratory Agricultural Worker

"Migratory agricultural worker" means a person who has moved from one school district to another - or, in a State that is comprised of a single school district, from one school administrative area to another - within the past twelve months to enable him or her to obtain temporary or seasonal employment in an agricultural activity. (116d.2)

10. Migratory Fisher

"Migratory fisher" means a person who has moved from one school district to another - or, in a State that is comprised of a single school district, from one school administrative area to another - within the past twelve months to enable him or her to obtain temporary or seasonal employment in a fishing activity. (116d.2)

In the two previous definitions, "school district" refers to a local educational agency or local school administrative unit.

11. Full-time Equivalent (FTE)

Funding for state migrant education programs is determined by the full-time equivalent residency of migratory children in the state as follows:

(1) A State accumulates one residency day for each day (during the calendar year period) that a migratory child resides in that State. Residency days for each migratory child are determined on the basis of that child's enrollment data in the migrant student record transfer system.

(2) A State's total of accumulated residency days is divided by 365 (each group of 365 accumulated residency days equals one full-time equivalent (FTE) migratory child).

(3) A State's total FTE of migratory children is then multiplied by 40 percent of the State's per pupil expenditure rate (adjusted to not less than 40 percent of 80 percent nor more than 40 percent of 120 percent of the national average per pupil expenditure rate). The computed amount becomes the total amount available to that State for its title I migrant education grant...

III. CHILD ELIGIBILITY

An SEA or an operating agency shall not count a child under 116d.21 or provide program services to that child until the agency has:

(a) Determined that the child is either a currently or formerly migratory child as defined under 116d.2; and

(b) Made a written record of the basis on which the child's eligibility was determined.

In determining eligibility, SEA or an operating agency may rely on credible information from any source, including that provided by the child or his or her parent or guardian. An SEA is not required to obtain documentary proof of either the child's eligibility or civil status from the child or his or her parent or guardian. (116d.12)

IV. INCLUSION OF FORMERLY MIGRATORY CHILDREN

A formerly migratory child may participate in a project that includes currently migratory children, or may participate in a project developed solely for the formerly migratory children provided that the participation of formerly migratory children in the State program will not prevent the participation of currently migratory children or dilute the effectiveness of the State program for currently migratory children. (116d.35)

V. PUBLIC INFORMATION

Regulation 116.45 requires that the LEA retain all program and project records for a period of five years. As this relates to the identification and recruitment of migrant children, it becomes necessary to retain the Certification of Eligibility forms in the files for five years or until any audit questions relating to the operation of the migrant education program have been resolved.

VI. RECRUITMENT - REGULAR SCHOOL TERM

Identification and recruitment are two distinctly different activities. Both are necessary in order to enroll a migrant child in the migrant education project. During the regular school term the State's compulsory attendance laws are in effect, and all school-age children should be enrolled in the school program. Therefore, the more important functions of identification and recruitment will be carried out in the school setting rather than in the migrant camps or through supporting agencies.

1. School Survey

A beginning point for recruitment of migrant children already enrolled in school is a school survey. The survey may be conducted by having the parents, or the older children in the family complete a questionnaire which would pinpoint those families that fit the definition of migrants. A suggested survey form is included as a part of this recruitment guide. It is directed to the parents and seeks to determine if the family has moved into this school unit any time during the last six years in order to find work in farming, food processing or fishing. A space on the form is provided for the parent or guardian to list the names of their children who are enrolled in the school.

This survey form or a similar one adapted to meet local requirements could be distributed to the school in sufficient quantities so that all the children would have one to take home to their parents. When they are returned to the school, they could be collected in each classroom and sent to the principal who would turn them over to the local project director.

The local project director or the person designated as the recruiter or clerk could then sort the forms according to the information they reveal. If the responses on the questionnaire indicate that the family may be migratory, the project recruiter should follow-through to complete the recruitment process. An individual follow-up with some families will be necessary in order to certify the eligibility of children identified during the survey. During this follow-up, the determination can be made of the category of each migratory child identified. If the LEA requires a parent's signature to document consent for the child to participate in the program, this can be obtained at the same time.

2. Classroom Survey

In the upper and middle grades, where the children have developed a degree of understanding and responsibility, it is possible to conduct an oral survey in each of the classes by asking appropriate questions. For instance, the migrant project recruiter might ask the students who have moved into the school administrative unit within the past six years to assemble at a convenient location. They would then be asked to fill out a simple questionnaire which could establish their eligibility. A suggested survey form for this purpose is included in this Identification and Recruitment Guide.

3. Analysis of School Census

Migrant children can be identified and recruited into the migrant education project through careful analysis of the information contained in the school census or on the individual cumulative student records on file in the school. A school clerk or other responsible individual could examine the school records and a follow-up could be made by the clerk or project recruiter on all the children who have a history of movement into the school district at any time during the past six years.

4. Attention to New Enrollees

An important source of information for the migrant project recruiter during the regular school year are the records of new enrollments in each of the schools in the unit. A record of each new enrollment after the beginning of the school term is normally sent to the central office. The recruiter should have access to such records and should investigate each new enrollment to determine if the child meets one of the definitions of the migrant program. If the student is a migratory child the necessary forms should be completed for enrollment in the migrant education program.

5. Internal Coordination

All the resources available to the migrant project recruiter should be used so that all the eligible children can be identified and enrolled into the local migrant project, for only then can the total resources of the program be brought to bear on their educational needs. In carrying out all the recruitment activities it is extremely important to coordinate the work with other school personnel

and to maintain open lines of communications with attendance counselors, pupil personnel directors, principals, and the central office staff.

6. State Agencies and Organizations

In addition to internal coordination within the school system, many organizations and agencies in the community may provide assistance in the identification of migrant families.

a. Migrant and Seasonal Farmworkers Association

Many of the same families who participate in MSFA activities have children who qualify for service in the migrant education program. Information on these children may be obtained from local representatives of MSFA which maintains district offices in Belhaven, Kinston, Smithfield, Red Springs and Hendersonville.

b. Rural Manpower Service

The Rural Manpower Service of North Carolina Employment Security Commission prepares manifests of all migrant farm workers who are employed through their agency. These manifest lists may be shared with the local school units and provide a source of information which could lead to the identification of eligible migrant children. District offices of the Rural Manpower Service are located in Benson, Elizabeth City, Hendersonville, Mount Olive, Washington and Winston-Salem.

c. State Migrant Education Office

The State Migrant Office gathers information which may be useful in locating migrant children. Lists of approved migrant labor housing are compiled by OSHA and the Sanitary Engineering Division of the State Board of Health. These lists are usually made available to the State Migrant Office which distributes them to the

local project directors. Information from the State Board of Health migrant project may also be obtained from the State Migrant Education office.

One of the documents which the SEA provides to the local migrant projects to assist in the identification and recruitment is the Inter/Intrastate Enrollment Monitoring System (ISEMS) report. This report is compiled quarterly at the Migrant Student Data Center in Little Rock and sent to the State Director of migrant education. The state migrant office sends appropriate portions of the report to each of the local project directors to assist them in the location of migrant children who might be identified in the school district.

7. Local Agencies and Organizations

Contacts in the community which might be helpful in identifying migrant children include the growers, farmers cooperatives and agribusinesses. Through these sources it is possible to learn the location of migrant camps and family units in the area.

Other organizations and agencies in the local community which might be of assistance in locating migrant families include the departments of health and social services and local migrant councils.

VII. SUMMER TERM RECRUITMENT

During summer migrant education projects, the process of recruitment may be more complicated and more complex than during the regular school term. It may require that the recruiter get out and "shake the trees" and "beat the bushes" in order to find the migrant children. Assistance in this task can come from the Rural Manpower Service of the Employment Security Commission; the Division of Health

Services; the State Board of Health; Migrant and Seasonal Farmworkers Association; local farmers cooperatives; farm owners; and meat, poultry and produce packing house operators. Contacts with key people in these agencies and organizations may provide information to the recruiter on the location of migrant labor camps and migrant housing, and an indication of the number of migrant workers and children in the area.

An important step in recruiting children is to secure the interest and cooperation of the growers in the area. Assistance in recruiting for the summer program should begin by contacting growers during the late winter or early spring. This could provide an early determination of the number and location of migrant children to expect in the LEA during the summer.

In recruiting children for a summer migrant education project the records of children enrolled in a regular school term project should not be overlooked. Plans for a summer project should be made known to these children. With all the information available from school records and the supporting agencies in the community, the recruiter should be able to go into the migrant camps and houses and recruit the eligible children into the summer migrant education project.

VIII. IDENTIFICATION AND RECRUITMENT FORMS

1. Identification Forms

The occupational survey form and/or the classroom survey form may be used to make the initial identification of migrant families in the LEA. The suggested forms contained in this Identification and Recruitment Guide may be modified to meet local requirements

or they may be used in the forms suggested. Any modification of the forms should seek to determine:

1. If the family has moved into the LEA at any time within the past six years; and, if so,
2. Was the purpose of the move to obtain temporary or seasonal work in agriculture or fishing.

2. Certification of Eligibility Form

In the recruitment process for the regular school term and the summer term the Migrant Education Certification Form is the first instrument which is completed for each migrant child. Certification of the eligibility of a child to participate in the project activities must be completed before the child can be enrolled in the program. The Certification of Eligibility Form contains all the information required by the law and the regulations to identify the child and to establish the eligibility of a child to participate in the program.

One section of the certification form is used to verify the accuracy of the information entered on the form, and that the parents have been informed of the procedures of the Migrant Student Record Transfer System and the provisions of the Family Educational Rights and Privacy Act. One section of the form makes provisions for those local educational agencies which choose to exceed the federal and state requirements to obtain a parent's signature to document consent for their child to participate in the program.

3. Migrant Data Transmittal Form (MDT)

The Migrant Data Transmittal Form is the next form which should be completed in the enrollment process after the certification of

eligibility has been completed. The MDT is used to enroll the child in the migrant program for the first time. Subsequent enrollments in the Migrant Student Record Transfer System are entered on the student's record transfer form according to the procedures set forth in the state policy on enrollment in the record transfer system.

The MDTs should not be retained in the local educational agency until a large number are accumulated. They should be transmitted to the terminal operator as soon as practical after they are completed. It should be a regular routine for the recruiter or local record clerk to dispatch these forms to the terminal operator at least twice a week.

IX. U.S.O.E. POLICY STATEMENTS

The following statements of policy are in response to specific questions raised by state and local program directors. They apply to specific situations as stated in the questions and as interpreted by the U. S. Office of Education and the state migrant office. In cases where there may be a question of applicability to a situation in a local educational agency, the local project director should correspond with the State Director of Migrant Education.

Eligibility

1. *If a child and his family settles out of the migrant stream, how long can the child be served in the migrant project.*

   Response: The child may be served for a period of five years after the active (currently) migratory status has expired.

2. *Does the five-year period of eligibility begin on the date of the family's last qualifying move into a school district or does it (the 5-year period of eligibility) begin when the child ceases to be a "currently migratory child?"*

Response: The five-year of eligibility for a formerly migratory child begins at the expiration of the currently migratory status.

3. *If the 5-years of eligibility begin when the child ceases to be a "currently migratory child", does the period during which the child may be served in a migrant education project actually extend for a period of 6 years from the date of the family's last qualifying move?*

   Response: The child may be served one year as a currently migratory child and five additional years as a formerly migratory child.

4. *If a child's eligibility status changes from "currently migratory" to "formerly migratory" in the middle of a project or school term, is it necessary to secure parental consent for continued service in the project in which the child is enrolled?*

   Response: Yes

5. *If the period of eligibility of a formerly migratory child expires in the middle of a project or school term, is it necessary to withdraw the child from the project prior to the end of the project?*

   Response: No. At the termination of that specific project, the child may not be re-enrolled again, however, unless another qualifying move occurs to establish the child as currently migratory. (November 10, 1977)

6. *Are all migratory children (of school age) of all types of migratory workers eligible for services under the Title I migrant programs?*

   Response: The children of migrant laborers who are not engaged in agriculture, fishing, or related food processing activities are not eligible for services under the Title I, ESEA, migrant legislation. Inclusion... of children in other categories of migrant or mobile population would require an amendment to the statute. (July 21, 1977)

7. *Are migratory children traveling with and under the complete supervision of crew leaders eligible for Title I migrant program services on that basis with the crew leader, in the absence of the parent, serving as the child's guardian?*

   Response: A person such as a crew leader or camp director having temporary custody of a child for the limited purpose of supervising his employment cannot be considered a legal guardian or a person having full parental responsibility. (October 7, 1976)

8. *Can a child who has never been identified for Title I migrant program purposes as a currently migratory child participate now in the program as a formerly migratory child, if meeting that definition?*

   Response: If the child in question has been a migratory child of a migratory agricultural worker or migratory fisherman, even though the child may not have attended school because he or she was too young or for other reasons, then that child may be considered eligible to participate in a Title I migrant program provided that his parents... have indicated their concurrence that the child be "deemed to continue to be such a child..."

9. *When, in effect, does the five-year settled-out period commence, as of the date of initial identification as a migratory child or a year from that date?*

   Response: ...a child identified as an active interstate/intrastate migratory child is considered to be in that active eligibility status for the remainder of that year in which he was so identified. Therefore... he is entitled to a five year eligibility as a five year provision or former migrant child as of the termination of that active status year. (June 2, 1976)

10. *Are only school officers authorized to validate the eligibility of children on the authorization form? Could another individual, contractually serving as an agent of the State educational agency (SEA) serve in this capacity?*

    Response: The SEA (may)... officially assign the census taker (or another individual) the responsibility and authority for signing, validating, and enrolling eligible migrant children in the Migrant Student Record Transfer System. It is important, for the record, that you keep official documentation of the census taker assignment and agreement between the SEA and subgrantee as to the functions of the assignment and the ultimate responsible authority. This action should be sufficient to validate eligibility and not require the school official's signature on the authorization form.

    Please note that the absence of the school official's signature pertains only to the authorization form and does not relieve the local school officials from their statutory obligation to provide education programs for all children within their respective attendance areas. (November 9, 1977)

11. *What is the policy of the U. S. Office of Education regarding provision of program services to the children of illegal aliens?*

Response: To date, the policy of the Office of Education in the administration of this program has been that all children who meet the statutory eligibility criteria defining migratory children are legally within the program's service population. Therefore, all eligible migrant children may be served in the Title I, ESEA, migrant education program regardless of their status of alienage or citizenship.

However, the acceptance of a child into the regular school program of a local educational agency (LEA) is a determination that must be made by that individual LEA based on State and local policy and the provisions of State statute when not in conflict with the Federal Constitution and Federal law. The action the State and local educational agencies will need to take as the result of a court decision may affect their future use of Federal funds. This office, however, has advised the State educational agencies that citizenship is not required for participation in Title I programs for migratory children and will continue to do so until it is instructed to do otherwise. (December 2, 1977)

X. STATE POLICIES ON RECRUITMENT AND ENROLLMENT

Policy Statement on Recruiting

The success of the recruitment process in North Carolina is largely dependent upon school surveys and the contacts of the local project personnel with local health departments, local migrant councils, local growers, rural manpower representatives, crew leaders, and representatives of local private non-profit organizations providing services to migrants. The LEA is also responsible for conducting surveys within the schools, working with the SEA in locating migrant camps and following up on all leads provided by the SEA.

In the recruitment process the SEA is responsible for:

1. Assisting in the identification of concentrations of migrants
2. Providing the LEAs with a list of approved migrant farm labor camps
3. Assisting in school surveys
4. Making information from the State agencies which serve migrants available to the LEAs

XI. SUMMARY

In summary, identification and recruitment of migrant children is a joint SEA-LEA responsibility. State and local recruiters should use all of the resources available to them in carrying out this responsibility. Throughout the recruitment process there are several things that should be kept in mind. Only if we identify these special children and recruit them into the special programs can their special educational needs be met.

In carrying out the responsibilities of identification and recruitment at the local level, local project personnel should keep in mind that assistance is available through the state migrant office. The state migrant office will assist in the identification of migrant children and organizing school surveys. It will provide lists of approved labor camps in the area and make other information on migrant families available to the LEA.

Mobility of the parents alone does not qualify a child under the migrant education program. The child must also move from one LEA to another, and the purpose of the move must be so that the child or a member of his immediate family may secure temporary or seasonal employment in agriculture or fishing.

Tenant farmers usually contract with the farm owner on a year-to-year basis. The temporary nature of tenant farming where the farmer contracts to work for one crop season makes their children eligible

for services in the migrant education program provided that their move to the farm where they will work involved crossing an LEA boundary.

If a family should move into the LEA to secure temporary or seasonal employment in agriculture or fishing, and the worker should later accept employment in some other kind of work, his employment in commerce or industry would not affect the eligibility of the child to participate in a migrant education program. For instance, if a family moved into Jefferson County in order to secure employment harvesting tobacco, and after the tobacco harvesting season the migrant worker found a permanent job in a furniture factory, the children in the family would, with parental consent, remain eligible for service in the migrant education project for a period of six years from the date the family moved into Jefferson County

During the recruiting process when it is discovered that the parent or guardian has changed occupations and is now working outside the area of agriculture or fishing, the occupation which qualified the individual as a migratory agricultural worker or fisherman should be checked on the child's certification of eligibility form and a note of explanation should be made on the reverse side of the form.

If questions arise at the local school pertaining to the eligibility of a child to participate in the migrant education project, these questions should be referred to the local project director or State Migrant Office.

In the recruitment process, the SEA is responsible for:

1. Feasibility studies to determine the need for new projects.
2. Orientation of local personnel to the migrant program and recruitment procedures.
3. Conducting or assisting surveys in local school districts.
4. Providing assistance in the certification and enrollment of eligible children.
5. Providing the LEA with a list of approved migrant labor housing.
6. Conducting workshops on identification and recruitment for LEA personnel.
7. Development of identification and recruitment guides.
8. Development of identification, certification and recruitment forms.

The LEA's responsibilities in the recruitment process include:

1. Coordinating recruitment efforts with local agencies and organizations.
2. Establishing rapport with local individuals and organizations.
3. Conducting surveys within the school system.
4. Maintaining continuing awareness of migration into the school district.
5. Working with the SEA in locating migrant children.
6. Reviewing ISEM[illegible] reports.
7. Following up on all leads provided by the SEA and other agencies and organizations.

The individual(s) responsible for identification and recruitment of migrant children should:

1. Have a thorough understanding of the definitions of migrant children as they apply to the migrant education program.
2. Understand what is meant by agricultural and fishing activities.
3. Understand what is involved in conducting a classroom survey for migrant children.

4. Establish working relationships with appropriate state and local agencies and organizations serving migrant families.
5. Know the locations of migrant camps and housing.
6. Be able to identify, interpret and explain the forms used in identifying and recruiting migrant children.
7. Be familiar with USOE policy statements relating to identification and recruitment.
8. Contact the State Migrant Office for assistance in conducting a survey for migrant children.
9. Spend sufficient time in the identification and recruitment process to make it successful.

OCCUPATIONAL SURVEY

This school system is interested in providing as much help as possible to children where the family has had to move from one school district to another so the parent or other member of the family could find work in certain kinds of jobs. Please assist us in finding out which children we will be able to serve in this special project by filling out one of these forms and returning it to your child's school as soon as possible.

Has anyone in your immediate family been involved in one of the following occupations, either full or part-time during the last six years?

_____Farming

_____Dairy, poultry or livestock

_____Planting, growing or cutting of trees or shrubs

_____Fishing or fish farms

_____Processing or hauling of farm products

Have you moved into or out of this school district within the past six years?

_____Yes _____No

Please give the following information on all the children in your family.

Name			Birthdate			Grade	School
Last	First	Middle	Mo.	Day	Yr.		

_____
(Parent's Signature)

_____
(Home Phone)

CLASSROOM SURVEY

Name of School _____

Student's Name _____
(Last) (First) (Middle)

Sex: M F Birthdate _____
(Month) (Day) (Year)

Grade _____ Birthplace _____
(City) (State)

Student's Present Address _____

Parent/Guardian Name _____

_____

Where did you last move from _____

Date moved to this school district _____
(Month) (Day) (Year)

Has anyone in your immediate family been involved in one of these occupations during the past 6 years? (Circle one or more)

a. Crop production
b. Dairy, poultry, or livestock
c. Cultivation or harvesting of trees or shrubs
d. Fishing or fish farms
e. Processing of farm crops

Brothers or sisters

Name	Birthdate	Grade	School

For office use only

1 2 3 4 5 6
School ID
Date of Enrollment

Migrant Education Certification Form

For SEA use only

Migratory Child's Name _____
Last First Middle

Grade _____ **Sex** _____ **Age** _____ **Date of Birth** _____
Mo. Day Yr.

Child's Current School _____

Child's Current Address _____

Most recent LEA or address moved from _____

Most recent arrival date in this LEA _____ **Eligibility expires** _____
Mo. Day Yr. Mo. Yr.

Name of Parent or Guardian _____

Qualifying occupation:

- ☐ Production of farm crops
- ☐ Dairy, poultry, or livestock farming
- ☐ Cultivating or harvesting of trees or shrubs
- ☐ Fishing or fish farming
- ☐ Processing of farm crops
- ☐ Other _____

MIGRATORY STATUS — The numeral circled below indicates the category under which the above named child is eligible to participate in the migrant education project (preschool through grade 12 not to exceed age 21).

Agriculture	Fishing	
1	4	**Interstate Migrant** — *A child who has moved with a parent or guardian within the past 12 months across state boundaries in order that the parent, guardian or other member of the immediate family might secure temporary or seasonal employment in agriculture or fishing activities.*
2	5	**Intrastate Migrant** — *A child who has moved with a parent or guardian within the past 12 months across school district boundaries within the state in order that the parent, guardian, or other member of his immediate family might secure temporary or seasonal employment in agriculture or fishing activities.*
3	6	**Formerly Migratory (Five-Year Migrant)** — *A child who has been an interstate or intrastate migrant as defined above, but who has ceased to migrate within the past five years and now resides in an area in which a migrant education project is provided (parental consent required)*

SCHOOL VERIFICATION — I certify that the above information is correct to the best of my knowledge and that, based upon this information and the applicable definitions, the migrant status of the child as indicated is correct.

The parent or guardian has been informed of the procedures of the Migrant Student Record Transfer System and the provisions of the Family Educational Rights and Privacy Act.

Signature of School Official _____ _____ **Date** _____

MES (1/79)

The purpose of this form is (1) to establish the eligibility of a migrant child to participate in the migrant education project, and (2) to certify compliance with the requirements of the Family Educational Rights and Privacy Act. A copy of this form, signed by a school official, must be filed in the LEA for each child at the time of enrollment. This form must be retained in the LEA files for a period of five years after the end of the project or until audit questions are resolved.

Definitions:

"Agricultural activity" means: (a) Any activity directly related to the production or processing of crops, dairy products, poultry, or livestock for initial commercial sale or as a principal means of personal subsistence; (b) Any activity directly related to the cultivation or harvesting of trees; or (c) Any activity directly related to fish farms.

"Fishing activity" means: Any activity directly related to the catching or processing of fish or shellfish for initial commercial sale or as a principal means of personal subsistence.

"Guardian" means: (a) A person who has been appointed to be the legal guardian of the child through formal proceedings in accordance with State law; or (b) A person standing in the place of a parent to the child.

"Migratory agricultural worker" means: A person who has moved from one school district to another... within the past 12 months to enable him or her to obtain temporary or seasonal employment in an agricultural activity.

"Migratory fisher" means: A person who has moved from one school district to another . . . within the past 12 months to enable him or her to obtain temporary or seasonal employment in a fishing activity.

LEA means: Local Education Agency or school administrative unit.

A parent's signature on the following statement of consent is not required by federal or state regulations. It is optional with the LEA.

My child named on the reverse side of this form has my consent to participate in the program for migratory children.

Signature of Parent or Guardian (Optional) _____ **Date** _____